



**DEPARTMENT OF CORRECTIONS
YOUTH COMMUNITY CORRECTIONS BUREAU
POLICY**

Policy No.: YCC 5.3.3	Subject: TUITION WAIVER FOR YOUTH
Chapter 5: OFFENDER PROGRAMS	Page 1 of 2
Section 3: Education Programs	Revision Date: 11-23-07, 01-06-09, 08-17-09
Applicable ACA Standards: 2-7150	
Signature: /s/ Karen Duncan	Effective Date: 11-06-06
Signature: /s/ Steve Gibson	

I. POLICY:

It is the policy of the Youth Community Corrections (YCC) bureau to encourage enrollment and support of youth in educational and vocational programs. Procedures and criteria are established for recommending tuition waivers to youth offenders who are eligible for enrollment in a unit of the Montana university system. This policy will be reviewed annually and updated as needed.

II. APPLICABILITY:

All YCC facilities and programs

III. DEFINITIONS:

Resident - a youth residing in or having resided in a state youth correctional facility.

State Youth Correctional Facility - the Pine Hills and Riverside Youth Correctional Facilities.

Superintendent – the administrator ultimately responsible for the youth correctional facility's operation and management.

Tuition Waiver - the Board of Regents of Higher Education may waive the cost of tuition for residents qualified under [20-25-421, MCA](#), who meet the criteria set forth in [52-5-112, MCA](#).

IV. BUREAU DIRECTIVES:

The Juvenile Parole Officer (JPO) may request that the superintendent recommend the Department director submit to the board of regents a request for tuition waiver.

A. Eligibility Requirements

1. No more than eight youth from each youth correctional facility may receive tuition waivers to attend a unit of the Montana university system.
2. A resident must meet Montana university system entrance requirements.

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3. Youth correctional facility policies will determine the internal program and security criteria for a resident's eligibility to attend a university unit, or to participate in a telecommunications education program.

B. Youth and Parole Officer Requirements

1. JPO writes request letter to facility superintendent.
2. Youth writes supporting request letter to facility superintendent while on parole.

C. Director and Superintendent Responsibilities

1. Superintendent will submit recommendations to the director, including copies of JPO and youth letters
2. The Department director will review the superintendent's recommendations and may request fee waivers from the financial aid office at the Montana university system unit where the resident intends to enroll.
3. The Department director may recommend that the resident receive annual university aid up to \$800 per year based on budget authority for university aid.
4. If the Department has designated youth to receive the benefits for the next school year, the director must notify the board of regents prior to August 1 of each year.

V. CLOSING:

Questions concerning this policy should be directed to the youth community corrections bureau chief.

VI. REFERENCES:

<u>2-15-112, MCA</u>	<u>Duties and Powers of Department Heads</u>
<u>20-25-421, MCA</u>	<u>Charges for Tuition-Waivers</u>
<u>52-5-112, MCA</u>	<u>University Aid to Residents of Schools</u>
<u>53-1-203, MCA</u>	<u>Powers and Duties of Department of Corrections</u>

VII. ATTACHMENTS:

None